MEETING NOTES
California Statewide Interoperability Executive Committee (CalSIEC)

April 16, 2009
10:00 a.m. to 3:00 p.m.
Cal EMA Headquarters | 3650 Schreiver Avenue, Mather, CA 95655
Conference Bridge | 1-866-742-9494, 3127358#

Action Items:

- **Charter**: It was agreed to modify the charter to align the chair and vice chair terms with those of the members. The chair and vice chair terms will now commence on July 1 instead of January 1.
- **Chair & Vice Chair Nominations:** CalSIEC Chair John Penido appointed a nomination committee consisting of Chief Kim Zagaris and Chief Bill Sanderson. The committee will commence the nomination process immediately.
- **Member Nomination Letters:** Members need to return their member nomination letters with a signature to CCP as soon as possible. CCP will distribute the nomination template to members with the address & fax of where it should be returned.
- **Agenda topics for future meetings:** A process will be developed by CCP with the Chair for soliciting agenda topics for future meetings.
- **Bios:** Members are to send bios to CCP right away.
- **CalSIEC Work Plan 2009-2010 Timeline:** The timeline was revised.
- **Planning Areas:** Breakout groups identified three top concerns for each of the four planning areas.
- **Workgroups:** Breakout groups identified volunteers for the workgroups and which CalSCIP Initiatives would be address by each of the three workgroups (Policy, Operations, & Technical). CCP will distribute these. (See Attachment 3 & 4)
- **Workgroup Leadership:** Chairs were identified for each of the three workgroups:
  - Policy: Co-Chairs: Capt. Michael Reid & Deputy Chief Patrick Farmer, Central Planning Area
  - Operations: Chair: Undersheriff Dennis Garton, Northern Planning Area
  - Technical: Co-Chairs Capt. Scott Edson, Southern Planning Area, & Terry Betts, Capitol/Bay Planning Area
- **CASM:** Cal EMA (Vinnie Buehler) will distribute a CASM PowerPoint. Erin Elder of SRA will be working on efforts to input data into CASM.
- **COML Training:** Cal EMA will distribute Information about upcoming training on April 28-30th.
- **Licensing process:** Cal EMA (Sue Plantz) will clarify the process in the next two weeks.

- **Defining System of Systems (SoS) & Spectrum Workshop:** Weedy Hannibal and John Penido volunteered to serve on a planning committee for this workshop to be held in the summer.

Welcome

Robert Samaan, Deputy Director, Planning Research and Emergency Preparedness, welcomed everyone to the meeting and introduced CalSIEC for the group. Mr. Samaan explained that CalSIEC developed in 2003 to provide guidance for interoperability on behalf of all of California. The first major undertaking of CalSIEC was the development of the California Statewide Communications Interoperability Plan (CalSCIP). He thanked John Penido, CalSIEC Chair, and Randy Hagar, CalSIEC Vice Chair, for their leadership and support.

Chief Penido thanked CCP and Cal EMA staff for their support of CalSIEC and informed the group about what was decided at the December 2, 2008 CalSIEC meeting. Chief Penido explained that he wanted to finish setting up the CalSIEC workgroups during this meeting. He thanked the group for the sacrifices each person made to be at the meeting.

Meeting Each Other – Introductions

Julia Lee, CCP Facilitator, asked the group to break into pairs, introduce themselves to each other, and then introduce the other person to the full group by saying what they hoped to contribute to CalSIEC. The responses were as follows:

- Hope to represent Cal Fire and lend our expertise with integration with urban areas in communication and infrastructure needs.
- Hope to represent the needs of municipal policy agencies, integrate the resources to the overall benefit of the state.
- Hope to fully develop interoperability in the capitol bay areas.
- Team building.
- Organizational planning skills as we assemble the new central planning area governance structure.
- Continue to participate in CalSIEC Southern Planning Area (SPA) meetings.
- CASM Support.
- Practical perspective of first responders on interoperability and interests of Cal Fire.
- Represent county level government and early warning systems.
- Ensure collaboration and cooperation takes place in regards to state and regional interoperability.
- Overview of CalSIEC in area in Southern California, how CalSIEC can coordinate and have a voice in CalSIEC governance.
- Here to contribute leadership and fire service perspective

- Tribal perspective: importance of tribal public safety. Tribes have fire departments and police departments that are unique because they are sovereign nations.
- To represent the northern planning area.
- Would like dialogue and how we can achieve interoperability.
- Support CalSIEC fully in all of its efforts.
- Hopes to continue with interoperability efforts.
- Continue with momentum of the collaborative effort to more forward with plan for California.
- Assist in the implementation of CalSCIP.
- Contribute to resolving statewide interoperability.
- Hope to have completed tack plan for north counties.
- Representation of NPAC to CalSIEC so heard and not forgotten. Represent the needs of the Northern Planning Area. Ensuring NPAC has a voice in CalSIEC.
- Help provide focus on statewide operation needs to ensure all agencies, no matter their size, have access to interoperability communications.
- A law enforcement perspective in establishing interoperable policy.
- Bring the perspective of paramedics, hospitals, ambulance operators, EMTs.

- To continue forging ahead with interoperability, have resources throughout the state.
- Make sure department goals are in line with CalSIEC.
- Here to promote collaborative efforts in developing interoperability at statewide level and benefit public safety.
- Promote a collaborative effort in developing interoperability communication statewide to benefit public safety and the citizens of California.
- Knowledge of the California Fire and Rescue mutual system – interoperability with all levels. Also experience of large scale emergency and the use of ICS/NIMS and how we can work together better.

Agenda and Packet Review

Ms. Lee reviewed the agenda and contents of the meeting binder. She asked the group to review the ground rules and explained that decision making will be consensus driven, but will fall back on majority vote if necessary. A member of the group asked CCP to send out the nomination letter again.

Sarah Rubin, CCP Facilitator, explained that the Public Safety Radio Strategic Planning Committee (PSRSPC) is a sister organization to CalSIEC and asked the PSRSPC members to announce themselves.

Vision for 2017

Mr. Samaan presented the Vision for 2017 to the group.

1. System of Systems (SoS). A mutual understanding of system of systems needs to be developed amongst the CalSIEC membership. People have different definitions of what the concept means. The state agencies also need to connect with the locals on this.

2. Interoperability Channels. These are not universally known. The channels are a component of the statewide radio system that the Cal EMA Telecomm division maintains.

3. State Microwave System. The system needs to work better and then be utilized more statewide.

4. SoS Pilot Projects. There are places in California that are ripe for pilot efforts in linking systems together. The group can look at where these opportunities lie and Cal EMA will try to find funding.

5. Shared Vision on Funding. There are many regional systems in California, and in order to move forward on SoS together we need funding, but CalEMA needs to know what you are trying to achieve. CalEMA does not have a clear picture of where everyone is going and a shared vision is necessary to get funding.

Overview of CalSIEC

Chief Penido gave an overview of CalSIEC, pointing to the vision and mission in the governance charter. He then asked the group to review the membership, Chair and Vice Chair election process. There was consensus to have the Chair and Vice Chair selection process begin immediately, with the new Chair and Vice Chair term beginning July 1. CCP committed to revising the timeline to reflect this change.

Secretary welcome

Matt Bettenhausen, Acting Secretary Cal EMA, thanked the group for all their hard work and expressed the importance of interoperability. Mr. Bettenhausen mentioned the fiscal budget crisis and stated that he hoped Cal EMA would avoid layoffs because the strength of an organization is its people, and that Cal EMA was committed to helping all of California prepare and respond to emergency situations.

California Statewide Communications Interoperability Plan

Erin Elder, Touchstone, presented information on the California Statewide Communications Interoperability Plan (CalSCIP). Ms. Elder gave a brief overview of the CalSCIP and reviewed the mission and vision statements.

Ms. Elder reviewed the CalSCIP initiatives for the group, and explained their connection with the CalSCIP objectives. Ms. Elder then explained the purpose of the CASM database, and indicated the need to have input on the SOP protocols. She announced that they were in the midst of developing a Statewide Communications Plan.

The group made the following comments during the presentation:

- How are we going to get the latest information?
Cal EMA response: Federal Agencies are willing to come out to California to do a training on this in May or June and conduct a workshop to continue to implement the CalSCIP

- How is this interoperability effort going to be coordinated with tribes?
Cal EMA response: One of the ways Cal EMA would like the tribes involved is in the planning areas. Want to make sure the process is capturing everyone.

Communications Asses Survey and Mapping (CASM) Presentation

Vinnie Beutler, Cal EMA, provided a brief description of CASM, saying that the tool is only as effective as the data entered into it. He then announced that there would be a Communications Leader (COML) training coming up. The first training is scheduled for April 28-30th in the Capitol/Bay Region. This training has two remaining spots open. Mr. Beutler committed to send both the CASM presentation slides and information regarding the COML training out to the listserve.

Developing a Work Plan for 2009

Ms. Lee asked the group to break into 4 workgroups by Regional Planning Area (RPA) and to identify what the top three regional concerns are. The results are as follows:

Central

1. NEED BUY-IN

2. BUDGET CONCERNS - consideration to do away with the [grant] match requirement would help a lot.

3. NARROW BANDING issue

North

1. OPERABILITY - Need operability; takes more infrastructures in the North.

2. CONTRACTS - Lack of authority to enter into contracts to share resources.

3. TRAINING AND PUBLIC EDUCATION - Need for training and public education.

Capitol/Bay

1. FUNDING - HR 1 IECGP (Interoperable Emergency Communications Grant Program) grant. Legislature authorizes up to $400M per year but only $50M per year has been allocated. Matches are killing us.

2. SPECTRUM (lack thereof) - Decided to fund a spectrum analysis. Problem is there are no countywide channels where you can turn them on and leave them on.

3. TRAINING- includes COML (Communications Leader) and CASM training. Need to identify resources and utilize them.

South

1. PROTOCOLS FOR FREQUENCIES - Defining protocol(s) for frequency use for quickly developing multi-discipline emergency or disasters. As an example, does home turf apply on frequency use until Incident Command is established and a frequency is decided from that point?

2. SPECTRUM - Need for more spectrum for VHF, etc. Depending on the scale of a multi-discipline emergency or disaster, the amount of spectrum availability needs to be expanded to facilitate the needs of the many different agencies working the problem. This effort would be helped by greater participation with CASM.

3. TRAINING - Include practical exercises that mirror seasonal emergencies (fires, floods, etc), with an emphasis that the training reach as many fire battalion chiefs and law enforcement field supervisors as possible.

The group then broke into the three standing workgroups: Policy, Operations and Technical. Each workgroup identified the CalSCIP initiatives that related to their focus. The results were as follows:

Policy Workgroup (Initiatives in italics indicate group is interested in staying briefed on topic, though not a priority for their main tasks)
1. Finalize CalSIEC Charter
2. Develop CalSCIP Governance agreement
3. Strengthen Regional Governance
4. Identify Statewide Coordinator
5. *enhance System of Systems Plan*
8. *develop Spectrum Management Plan*
9. Modify Code § 8592 to encourage statewide compliance of CalSCIP
12. Coordinate with Neighboring States
13. *Coordinate with Major Transit*
16. Develop Funding Strategy

Operations Workgroup
7. Complete Statewide Capabilities Assessment
10. Develop Training Strategy
11. Develop Usage Plan
14. Develop I-FOG

Technical Workgroup
5. (Enhance System of Systems Plan)
6. Mitigate Incompatible Capabilities
7. Complete Statewide Capabilities Assessment
8. Develop Spectrum Management Plan
11 Develop Usage Plan
12 Coordinate with Major Transit
15 Develop Gateway SOP's

Additionally, the workgroup chairs were selected and are as follows:

Operations
Undersheriff Dennis Garton (Northern Planning Area)

Policy
Co-Chairs: Deputy Chief Patrick Farmer (Central Planning Area) & Michel Reid (Central Planning Area)

Technical
Co-Chairs: Terry Betts (Capitol/Bay Planning Area) & Captain Scott Edson (Southern Planning Area)

Chief Penido then discussed the System of Systems & Spectrum Management meanings, and asked the group for advice on how to move forward. The group made the following comments:

- If System of Systems is already defined in government code, do we need to define it?
- General feeling that system of systems means different things to different people. Need to have a substantive discussion on where to go

The group endorsed the idea of a workshop on System of Systems.

Public Input

The following public input was received:

- Laura Phillips: We don't want to loose emergency management capability. If major devastation in Bay Area, there will be two million people effected. We don't want to end relationships.

- John Powell: We need to remember that the mutual aid regions have been around for decades (did not include interoperability). The mutual aid regions are not too different than the RPAs. There are a whole bunch of states that are putting together interoperability field guilds (iFOG). We need to clarify that the membership represents all members of their (given representative) association. This is really important. We don't want groups to feel disenfranchised. There needs to be some minor wording changes. Big issue: applications for base stations going into a black hole when they get to the state level. Planning areas may go to the FCC to ask for permission to bypass CalSIEC since they are not getting a response (at the state level). The state needs an interim licensing process.

  - Sue Plantz, Cal EMA responded that Cal EMA will put forward something clarifying the licensing process to the group by email.

- Ken Swanson: I'm a talk show host in Redding, construction talk radio. I'm encouraged by everyone's passion. You all have a platform to speak. I don't see a lot of public here, I see a lot of professionals. I have a stack of endorsements with me. You wrote this for me, and for the public. There is a direct connection to public awareness. For educating the public, the infrastructure is already there with radio. Every city has the resources (radio, red cross, city hall etc.) in place. There is a need to network the state. Key tasks can be identified via the network. Fire stations can call in and give pertinent information. I would moderate a professional conversation. I could help different groups come speak.

Ms. Lee then asked the group to provide feedback about the meeting through an evaluation form that was distributed. Chief Penido thanked all the participants for the attendance and commitment and adjourned the meeting.

Any participant who needs assistance with travel reimbursement should contact Katie Stepanick, Cal EMA: Katie.stepanick@calema.ca.gov, or 916-845-8584

Attendance:

Members & Alternates
Rick Adams, CA State Sherriff Association
Doug Barry, FIRESCOPE
Terry Betts, Capitol/Bay Planning Area
Art Botterell, CA State Association of Counties (CSAC)
Cathy Chidester, Emergency Medical Services Association (EMSAAC)
Adam Christianson, CA State Sheriffs Association
Paul Christman, League of CA Cities
Bill Cicchillo, Southern Planning Area
Kent Eldridge, Cap/Bay Planning Area
Patrick Farmer, Central Planning Area
Dennis Garton, Northern Planning Area
Chris Gray, CA Fire Chiefs Association
Brian Hagler, CA Highway Patrol (CHP)
Weedy Hannibal, Northern Planning Area
John Penido, CA Fire Chiefs Association
Sue Plantz, Cal EMA
Michael Reid, Central Planning Area
Robert Samaan, Cal EMA
Bob Sanderson, CA Police Chiefs Assoc
John Schmidt, CA Dept of Transportation
Marc Shaw, CA Highway Patrol
Bill Soqui, League of CA Cities
Bob Wyman, Cal EMA Fire & Rescue
Kim Zagaris, Cal EMA Fire & Rescue
LaBecca Nessier, (interim) Tribal

Public
Angela Azevedo, CA Department of Corrections and Rehabilitation
Chris Baker, (on phone)
Gary Basor, Lake County Sheriff's Department
Mary Cook, CA Department of Fish and Game
Jerry Crofford, Morongo FD
Mike Dougherty, Tyco Electronics
Jim Endres, MCW CCP
Courtney Espinoza, Fresno County
Gary Grootveld, CA Department of General Services—Telecom Division
Kerwin Kody, FCSG
Bob LaRose, Raytheon JPS
Chris Lindstrom, Senate G.O.
Doug McCoun, Monterey County Interop
Committee, North County Fire
David Munroe, Morongo Band of Mission Indians

Donna Nicolaus, CA Emergency Medical Services Authority
Laura Phillips, Bay Area SUASI
John Powell
Cheri Lynn Rockwell, Butte County
Mike Sage, The Sales Group
Lee Sapadon, SRA International
Brenda Seabert, Cal FIRE
Glen Savage, Cal FIRE
Robert Stevens, SRRCS Sac Sheriff
Ken Swanson, EPAW
O.E.S/TalkRadioBuilder.com
Tonya Thomas, CA Emergency Medical Services Authority
Bob Walters, CA Advocates
Stephen Weston, Southern CA Planning Area
Erin Elder, SRA
Vinnie Buehler, Cal EMA

Facilitation (Center for Collaborative Policy, California State Univ., Sacramento)
Julia Lee
Christal Love
Sarah Rubin
Nicole Ugarte

Handouts

- ➢ CalSIEC Standing Ground Rules
- ➢ Guidelines for Decision-making
- ➢ Membership List
- ➢ Contact List
- ➢ CalSIEC Member Biographies
- ➢ Nomination Letter Example
- ➢ CalSIEC Governance Structure Diagram
- ➢ CalSIEC Chair/Vice Chair Selection Process
- ➢ Planning Area Map
- ➢ Planning Area Leadership Contact List
- ➢ CalSIEC Advisors and Liaisons
- ➢ PSRSPC Overview
- ➢ CalSIEC Travel Reimbursement Information
- ➢ Travel Expense Claim Form
- ➢ Travel Expense Reimbursement Brochure
- ➢ Key Resources for CalSIEC
- ➢ Glossary
- ➢ Interoperability Related Grant Information
- ➢ CalSIEC Governance Charter

- ➢ Joint CalSIEC & PSRSPC Meeting Agenda: December 2, 2008
- ➢ CalSIEC Meeting Overview: December 2, 2008
- ➢ CalSIEC April 16, 2009 Meeting Agenda
- ➢ CalSIEC April 16, 2009 Meeting Goals
- ➢ Meeting Workbook
  - o Chair & Vice Chair Selection Process Proposed Options
  - o Proposed CalSIEC Work Plan 2009-2010 Timeline
  - o Planning Area Worksheet
  - o Draft Process to Launch CalSIEC Standing Working Groups
  - o 2007 CalSCIP Initiatives
  - o CalSIEC Workgroups Worksheet #1
  - o CalSIEC Workgroups Worksheet #2
  - o Draft Concept: Defining System of Systems and Spectrum Management Workshop